LEAF Application Conference Call
Questions and Answers
May 2, 2002

Q1. In demonstrating numbers of children eligible for free and reduce-priced meals per Pilot Program grant school site, is stating that such site is a "Provision II" school sufficient?

A1. No. Please state the percentage eligible at each site.

Q2. Is the policy grant the same kind of grant as just previously awarded by the California Department of Education (CDE)?

A2. No, the funding sources are different and so are the criteria and guidelines. Refer to both Request For Applications (RFA) and compare.

Q3. Does the economic status of the students matter when we select our Pilot Program grant school sites (i.e., a requirement for certain percentage of free/reduced)? How many grants are you looking to award? We are wondering if it makes more sense to apply for two sites instead of three because of the amount of funds set aside - i.e., if all applicants apply for three sites, that allows for five grants, is that what you're aiming for?

A3. No. We are looking for diversity but the application is not weighted for percentage of students eligible for free and reduced-price meals. We have a total of $3.8 million available for both grants. We will award grants to a _minimum_ of 10 Pilot Program grant school sites. One Pilot Program grant may identify up to three sites. You need to apply for what is best for your district.

Q4. Do physical activity and nutrition have to "weigh" equally in the Pilot Program grant efforts, or can one be emphasized more than another?

A4. They do not have to weigh equally.

Q5. As a charter school directly funded by CDE, we are considered our own school district. Can we apply on our own or do we need another district or county office of education (COE)?

A5. Charter schools must apply through the agency under which they are funded. Please contact the Charter Schools Office to confirm your funding source.

Q6. Do the funds pay consultant fees?

A6. Yes.

Q7. Our school is opening in September so we obviously do not have a National School Lunch Program (NSLP) track record yet. Are we still eligible?

A7. Yes, if you have the NSLP in place when the school is in session during the grant period.

Q8. Are gardens essential for funding?
A8. No.

Q9. Will this funding be available next year?
A9. This is one-time funding.

Q10. Can we upgrade a school kitchen (renovation/repairs) with LEAF funds?
A10. You can upgrade a school kitchen with Pilot Program grant funds. Under the Policy grant, you cannot write in implementation efforts into this grant, but if funds happen to be available after you have achieved the goals of your grant, you may use them to implement project goals (see also Q53).

Q11. If the county office of education applies, can they use three high schools from different districts? We have 43 districts in Sonoma County.
A11. Yes.

Q12. Our school district is a recipient of the Model School Nutrition/Physical Activity Policy Planning grant. Does this prohibit us from applying for the LEAF Pilot Program grant?
A12. No.

Q13. The objectives of the Model School Nutrition/Physical Activity Policy Planning (MSNPAPP) grant are similar to the LEAF Grant objectives. Would it be acceptable to use the MSNPAPP grant to implement the LEAF Pilot Program grant?
A13. Yes, if the policies in the MSNPAPP grant meet the criteria of the LEAF Pilot Program grant.

Q14. Could you elaborate on the specifics of what is required in the evaluation component of the Pilot Program grant?
A14. Page 13, section 5 a-c of the RFA specifies what is required in your proposal on evaluation. To highlight: the common indicators that each district will capture have not been determined. Across all sites, each grant will have individual strategies to evaluate. Some of the information that all sites collect will be the same. We will also allow data collection that is individual to your site. Reference #32 at the end of the RFA describes how The Kellogg Foundation conducts cluster evaluation and may help you to better understand how we will collect the data. After we determine the common indicators, we will provide one day of training for all evaluators and follow up with individual guidance on your data collection efforts. We want to determine the evaluation characteristics with the grantees.

Q15. What are the nutrition standards of the Pupil Nutrition, Health & Achievement Act of 2001?

A15. Please refer to the nutrition standards in Appendix A, page 35 of the RFA.

Q16. Do you need to apply for the LEAF Policy grant before going for the LEAF Pilot Program grant?

A16. No. When you apply for the Pilot Program grant you need to meet the criteria in the Policy grant.

Q17. Do these grants overlap each other? If yes, can we proceed with both?

A17. If you are referring to the LEAF Policy and Pilot Program grants, yes they do overlap each other. The Model School Nutrition/Physical Activity Policy Planning grant and LEAF Policy and Pilot Program grants also overlap and you may proceed with both.

Q18. Can alternative education programs apply?

A18. They can apply through the COE and they must participate in the NSLP. Please refer to page 14 ("Eligibility") of the RFA.

Q19. What percent of the total budget can be used for salary to coordinate or implement the program?

A19. The percentage that can be used for salaries is not specified.

Q20. How many grants will be awarded? How much total funding is available?

A20. A minimum of 10 school sites will be awarded Pilot Program grants. There is no minimum on Policy grants awarded, other than the limitations of the total funds available ($3.8 million).

Q21. Is the Policy grant a straight $25,000 or up to $25,000?

A21. The Policy grant is up to $25,000.

Q22. Regarding the state reimbursement for free and reduced price meals, is there a limit on this funding?

A22. No. However, this reimbursement only applies to eligible meals at the Pilot Program grant school sites.

Q23. Will we receive the additional state reimbursement funding for the pilot program sites along with our regular monthly reimbursement?

A23. This will be determined once the grants are awarded.

Q24. As a k-8 school should we apply for the Policy grant or the Pilot Program grant?

A24. Which grant to apply for is a district decision. You may apply for a Pilot Program grant as a k-8 school. Please refer to the definition of a middle school from the legislation (footnote on page five of the RFA). At these schools, students in grades seven and higher do not have to be separated from those in lower grades for the purpose of grant-funded activities.

Q25. We are a k-12 district with k-6 at one site and 7-12 in our Jr/Sr. High School. If we receive a Pilot Program grant, can we use the money to implement the policies at the k-6 level?

A25. No. Schools serving k-6 exclusively are not eligible for the Pilot Program grants.

Q26. A) Can we apply for the Policy grant and use the money to update/revise our current nutrition policy?
B) Can we apply for the Pilot Program grant and use part of the money to update/revise our current nutrition policy prior to implementation?

A26. A) Yes.
B) Yes.

Q27. Can other "consultants" or experts in the field, not located in California, be paid through the grant for their consulting expertise?

A27. Yes.

Q28. Can a public high school that is a new charter school and does not yet provide the school meal program be eligible to apply for pilot program funding?

A28. You must participate in the NSLP for the school year of 2002-03 to apply for the Pilot Program grant funding. You must also be in good standing with the Nutrition Services Division (NSD) in the administration of your Child Nutrition Program(s). See page 14 of the RFA ("Eligibility").

Q29. What have been some examples of team "evaluators" in the past?

A29. Evaluators in the past usually have had an advanced degree in evaluation and/or research methodology, and have had experience evaluating programs in school health and/or nutrition programs, public health, or similar settings.

Q30. What are the dates of the four 2-day workshops required for team member attendance?

A30. Fall and spring of each grant year, dates to be determined by grantees and NSD.

Q31. What are the dates of the two one-day evaluators' meetings or workshops?

A31. Fall and spring of each grant year, dates to be determined by grantees and NSD.

Q32. A) Can the project coordinator be a paid position within the grant?
B) Can you write in a project coordinator who will be hired?
A32. A) Yes.
B) Yes, but you will need to identify one of the team members as an interim project coordinator.

Q33. If these are all already full-time positions, (perhaps excluding the evaluator) can the district hire a project coordinator to handle the coordination portion of the grant?
A33. Yes.

Q34. Can the district hire a project coordinator, either part-time or full-time within the grant?
A34. Yes.

Q35. Is there a stipulation that the primary five partners be district employees?
A35. No. The first four of the six partners (listed on page one of the Leadership Team Data Form) must be employees of the district or county office of education.

Q36. Can a community member who supports the goals of the project be the project coordinator?
A36. Yes.

Q37. There are no percentages listed on page 20 under "Allowable expenditures…" (E:1:a-f).
A) Are there minimum or maximum percentages allowable for any of these expense categories?
B) Is there a maximum on the evaluation costs? (under 2:d on page 21 – "Evaluation costs, including Evaluator fees, shall be no less than 10% of the total grant").
A37. A) There is no minimum or maximum.
B) There is not a maximum on the evaluation cost of the budget, but a **minimum** of 10% of the total grant must be used for evaluation on the Pilot Program grants ("not less than 10%" on page 21 of the RFA). The maximum stated on the budget proposal form (page 33), "not more than 10%," is **incorrect**. The correct information is on page 21.

Q38. On page 18, Part 3:III of the RFA says: "CDE will accept only one application per district or COE."
Does this mean that the district may only apply for the Policy grant OR the Pilot Program grant, but not both?
A38. Yes.

Q39. Is there any obstacle to using these grant funds for developing after-school sporting programs such as dancing, drumming, intramural sports, aerobics, etc.?

A39. No.

Q40. Is there any obstacle to using these funds for teaching cooking classes to students, or to students and their parents?

A40. No.

Q41. Is there any obstacle to using these funds for teaching gardening during or after school to students, or to students and their parents?

A41. No.

Q42. Is this the first RFA released?

A42. Yes.

Q43. The Health and Physical Education Frameworks, and the *Changing the Scene* kit are not in Appendix C, where do we locate them?

A43. Call CDE Press at 1-800-995-4099 for curriculum frameworks. *Changing the Scene* is available through the United States Department of Agriculture's Team Nutrition. See Appendix C, Resources.

Q44. What is the required font size? Should the application be double or single spaced?

A44. No specific font size or spacing is required. Applications must be clear and easy to read. Refer to page 18.

Q45. How many required workshops are there? How many should attend? Where will they be held?

A45. All leadership team members (five or more for Policy grants, six or more for Pilot Program grants) must attend the required workshops (one for Policy grants and four for Pilot Program grants). Refer to page 16 of the RFA (section IV:A). Locations have not yet been determined.

Q46. We are a new charter school and began last fall. We have made a commitment to starting a youth led café and breakfast program for next fall. Approximately 25% of our students are eligible for free or reduced lunch, as we are expanding to approximately 100 students next year, we anticipate the percentage will hold. Does this commitment to beginning a school breakfast program make us eligible? Do we have to have a program in place or can we partner with a school that has a valid school breakfast and lunch program?

A46. The NSLP must operate at all Pilot Program grant school sites during the grant period.

Q47. If we partner with another school, do we have one Child Nutrition and Physical Activity Advisory Committee (CNPAAC) and two programs, or should we have two CNPAACs? Can we do this as an individual school and have our district sign off on it?

A47. You must have the NSLP in place at each Pilot Program grant school site. Schools cannot apply individually, but through a district or county office of education.

Q48. A) As a charter school, must we apply with the entity that granted our charter? B) In our instance, the district granted our charter, but may we apply with the COE? C) What role does the district play if we are applying under the auspices of the district that granted our charter? D) Does the district representative have to be on the CNPAAC team?

A48. A) Yes. See also Q5. B)-1: If your district is planning to submit an application, then no. B)-2: If your COE plans to submit an application it must choose to involve school districts that would not otherwise submit a grant application on their own. C) The district must submit the grant application unless B)-2 two applies.

Q49. How much flexibility is there to move funds around in the budget from category to category?

A49. Refer to page 21 of RFA. "NSD must approve in advance any requests for line item budget changes of 10% or more." This is in the aggregate.

Q50. The narrative is 10 pages. Is that single- or double-sided? Is there a font size minimum? Will you accept Memorandums Of Understanding from anyone or any organization not listed on the Leadership Team Data Form? Since the CNPAAC is going to develop LEAF policies as part of the LEAF grant, how much detail should we include in the first section about our ideas for these policies? And for those entities applying for the Pilot Program grants: should we use the second half of the narrative to describe the strategies we are considering, even though these will most likely be strategies that will be modified through committee meetings/student input?

A50. Applications must be clear, easy to read (no font size specified) single-sided pages. We do not specify single or double space (refer to page 18 of the RFA). The only letters of support required are for the leadership team members. Additional letters of commitment will strengthen the proposals (refer to page 21). We understand that strategies planned will change throughout but we need enough detail in the narrative to give readers a clear understanding of the agency and its proposed activities (refer to page 19).

Q51. What kinds of guidelines are available or limitations regarding renovation of eating spaces such as buildings, for example. Eating spaces are gymnasiums on rainy days and outside floor space on clear days for some campuses.

A51. We do not have any guidelines or limitations. There may be some available from CDE's Division of School Facilities. Keep in mind that all strategies described must be in line with the goals of the grant.

Q52. As nutrition standards are slightly different for elementary and Middle schools, do you see requirements concerning High Schools as more flexible? For example:
A) Fundraisers items that do not meet nutrition standards can be sold during school hours but distributed after last lunch period (i.e., tamales, cookie dough, cheesecake).
B) Most districts allow clubs to sell food during lunchtime, twice a year during lunchtime events.
C) As per "after school" hours notation, evening events may sell items not meeting requirements but when special events begin before the end of school (rarely) i.e. sports tournaments, these items can not be sold until after regular school hours or after lunch.

A52. A) These fundraisers are not allowed because food is sold during school hours, which is prohibited in the nutrition standards.
B) Club food sales are allowed only if the foods being sold meet the nutrition standards.
C) If special events begin before the end of regular school hours, items that do not meet the nutrition standards may not be sold.

Q53. The leadership team is responsible for developing districtwide policy including high school and middle schools. Can we use funds to implement project goals on any district campus?

A53. For Policy grants, yes. You are developing a districtwide policy and you can use funds (as available) to implement policy. For Pilot Program grants the funds are intended only for implementation at Pilot Program grant school sites (see also Q10).

Q54. If money is used to purchase and implement the use of salad bars to increase the consumption of fruits and vegetables on various campuses, can funds be used for kitchen staff to prepare salad bars during the entire Pilot Program grant period as new foods will be added or only for a limited time to train kitchen staff?

A54. Salaries such as these are allowable (see page 20 under E:1:a of the RFA). Funds cannot be used to supplant existing personnel (see page 21 under E:3:e of the RFA). They do not have to be new employees. You may extend the hours of existing employees.

Q55. Regarding the cost of preparing application, page 16 states "state nor federal funds reimburse such costs." Please explain, specifically regarding time of personnel preparing application and recruiting team members prior to application submission.

A55. These grant funds may not be used to prepare the application. You may use district personnel to complete this application.

Q56. Santa Clarita Valley School Food Service Agency is a joint powers agency with five local districts. We plan to develop our policy so that all five school boards will adopt it. Can we apply for up to $25,000 for each district?

A56. No. If you are developing one policy, you only need one grant to do this. If each district needs the money for a policy grant, then each district would need to apply individually.

Q57. Does the team need to include a district administrator from each district, or could we just make sure we have representation from all districts within the team? (Question from Santa Clarita Valley School Food Service Agency).

A57. As stated in A56, CDE can only accept one application per district. More than one district administrator can be identified in the application, but a district administrator from the district submitting the application must clearly be stated in the application.

Q58. Allowable expenditures:
A) Can we pay a consultant/facilitator to assist in the process?
B) Do materials and supplies for school gardens include soil, seeds, plants, etc.?
C) Can we cover food and transportation (mileage) expenses for team meeting participants and focus groups?

A58. A) Yes.
B) Yes.
C) Yes. While not specified as an allowable expense in the RFA, it is also not prohibited.

Q59. Must the policy be adopted by June 30, 2003?

A59. The policy must be recommended to your school board for adoption by that time.